



Request for City Council Committee Action from the Department of Human Resources

Date: June 30, 2014

To: Mayor Betsy Hodges and the Executive Committee

Referral to: Ways and Means Committee

Subject: New Appointed Position: Manager Benefits Administration - 598 points/Grade 13

\$94,973 - \$104,970

Recommendation:

1. Find that the proposed position meets the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:
 - (1) The person occupying the position will report to the head of the designated city department or the designated city department head's deputy.
 - (2) The person occupying the position will be part of the designated department head's management team.
 - (3) The duties of the position involve significant discretion and substantial involvement in the development, interpretation, or implementation of city or department policy.
 - (4) The duties of the position do not primarily require technical expertise where continuity in the position would be significant.
 - (5) The person occupying the position needs to be accountable to, loyal to, and compatible with the mayor, the city council, and the department head.
2. Approve the proposed position: Manager Benefits Administration; 598 points/Grade 13 The position is FLSA – Exempt
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective July 1, 2014, as follows:

Step A	Step B	Step C	Step D
\$94,973	\$99,971	\$102,971	\$104,970

Prepared or Submitted by: Pamela Nelms, CCP, SPHR

Human Resources Senior Consultant/Compensation; 673-3344

Approved by: _____
Patience Ferguson
Director of Human Resources

Jay Stroebe
Acting City Coordinator

Presenters in Committee: Pamela Nelms. CCP, SPHR
Human Resources Senior Consultant

Financial Impact (Check those that apply)

- ☒ No financial impact (If checked, go directly to Background/Supporting Information).
- ☐ Action requires an appropriation increase to the _____ Capital Budget or _____ Operating Budget.
- ☐ Action provides increased revenue for appropriation increase.
- ☐ Action requires use of contingency or reserves.
- ☐ Business Plan: _____ Action is within the plan. _____ Action requires a change to plan.
- ☐ Other financial impact (Explain):
- ☐ Request provided to department's finance contact when provided to the Committee Coordinator.

Background/Supporting Information

Dear Mayor Hodges:

The Director, Human Resources has submitted the Human Resources Principal Consultant-Benefits Administration (523 points/grade 11; \$82,799 - \$91,515) position for review because it has evolved from a program-administration focus into an enterprise-strategic position since it was last evaluated more than fifteen years ago.

The position evaluates and compares existing and potential City benefits with those of other employers, consults with internal partners, external benefits consultants and vendors to develop recommendations for new plans and changes to current benefit programs that are consistent with City goals and objectives. The position also recommends and implements long-range benefit and wellness strategies and short-term tactical plans to control costs and improve the overall health and wellness of employees. This work of this position has a direct impact on every City employee, and significantly affects a major budget expenditure year-over-year. As it always has, the position remains responsible for the implementation, communication, and day-to-day administration of the City's health and welfare benefit programs in accordance to current laws and regulations.

Additionally, since last reviewed in 1998, there have been substantial changes in the laws regulating benefits administration, including the 'Patient Protection and Affordable Care Act' and Amendments to the 'Health Insurance Portability and Accountability Act'. Over time the nature of the work in the position has significantly evolved away from a process-oriented

job which was concentrated on an annual benefits program, to a much more strategic focus with a longer-term point of view. The position is FLSA-Exempt.

The duties and responsibilities of the proposed position are:

- Serve as member of HR senior leadership team.
- Develop long-range benefit and wellness strategies and short-term tactical plans consistent with City goals and objectives.
- Consult with internal partners, benefits consultants and external vendors to strategize and develop recommendations for new plans and changes to current benefit programs; analyze benefit options and predict future costs.
- Evaluate and compare existing City benefits with those of other employers.
- Recommend benefits programs to management and unions.
- Develop bargaining proposals for employee benefits, analyze union benefit demands, obtain or prepare cost data for company and union proposals and final agreements.
- Solicit, evaluate and recommend benefit plan providers and administrators based on City policy, best practices and Minnesota statutory requirements.
- Manage overall relationships with health and welfare plan vendors including negotiating and preparing new contracts, renewals, and service level agreements.
- Coordinate with vendors to ensure the delivery of administration and customer service is aligned with plan provisions, vendor contracts and strategic intent.
- Monitor effectiveness of internal plan administration and customer service and implement process improvements to ensure the quality, accuracy and consistency of delivery and improvement of the member experience.
- Achieve financial objectives by preparing the Benefits Unit and HR Department operational budgets; scheduling expenditures; analyzing variances; and initiating corrective actions.
- Ensure City's health and welfare plan documentation, supporting HRIS systems, and administrative practices and communications comply with all applicable Federal and State laws and regulations.
- Serve as Privacy and Security Coordinator for the City of Minneapolis health plans
- Partner with HRTS to ensure that HR systems accurately and effectively support and reflect benefit plan provisions and reporting requirements.
- Oversee the development of all benefits training and communications; to enhance understanding of and appreciation for the City's benefit plan options and promote engagement.
- Oversee preparation of the Benefits section of HR Results Minneapolis presentations
- Oversee the City's wellness program
- Manage Benefits Unit staff providing planning, training, and coaching, and monitor and appraise performance.
- Maintain professional and technical knowledge by reviewing professional publications, federal and state law changes, establishing personal networks and participating in professional societies.

Factor Summary of the evaluation of the position.

Factor	Points	Analysis
Pre-requisite Knowledge	75	The position requires a Bachelor's Degree in Human Resources, Business Administration, Finance or a related field, and eight to ten years experience in a management-level position in a corporate or public sector benefits function which includes experience developing, implementing, and managing health and welfare benefit plans, including retiree health care plans. It requires policy development experience and strategic and leadership skills. It also requires a strong working knowledge of Federal and State laws and regulations related to health and welfare benefits, including the Employee Retirement Income Security Act (ERISA), Public Health Safety Act (PHSA); Patient Protection and Affordable Care Act (PPACA), Health Insurance Portability and Accountability Act (HIPPA), Consolidated Omnibus Budget Reconciliation Act (COBRA-Continuation of Benefits), and Minnesota Statutes 471 and 299A.

Factor	Points	Analysis
Decisions and Actions	65	Jobs at this level manage more significant units entailing greater impact on resources, or serve in a supervisory level staff or analytical capacity. The majority of these jobs are appointed. These jobs require exercise of independent action. Decisions tend to have greater effect on the organization due to greater City-wide impact, more notable budgetary impacts, or longer-term impacts. Work is varied and complex, usually involving multiple phases of a major function. Matters dealt with are broad in scope with complex and unusual problems being encountered frequently. The incumbent is expected to make decisions and take action on problems that arise and to develop solutions to problems involving advanced principles and techniques and original thinking. Work is done under supervision in accordance with broadly stated policies or principles, sometimes of advanced nature and with latitude for the exercise of independent judgment.
Supervisory Responsibility	5	The position supervises one HR Senior Consultant, one HR Consultant, and two HR Senior Associate level positions.
Relationships Responsibility	65	Contacts with other City Departments include the City Attorneys' Office regarding legal advice and to collaborate on projects. It works closely with the Finance and Property

		<p>Services Department to regarding requests for proposals, payroll issues, accounting, and budget issues, payroll taxation related to benefits, benefit budget projections, and the proper setup of vendors for payment. The position will provide information at Results Minneapolis, and will work with the Director IT Security regarding policies and procedures related to HIPPA.</p> <p>Outside contacts are with State agencies including the State retirement programs, and with the State Auditor regarding benefit related issues. The job has contact with outside benefit consultants regarding strategy and tactics. It has relationships and contact with various account managers at benefit vendors (health, dental, HSA/HRA, Life/Long Term Disability, Etc.) regarding contract terms, vendor performance, and effectiveness.</p>
Working Conditions	20	The position will work in an office setting.
Factor	Points	Analysis
Effort	65	<p>At this level the job is a manager with wide ranging responsibilities that require considerable mental effort. These jobs are responsible for planning, organizing and managing larger more complex areas, dealing with setting priorities, and ensuring compliance with City goals and objectives. There is pressure to meet expectations and pressures driven by budget, project related deadlines, responsiveness to elected officials, and other constituencies, and in making recommendations to higher-level managers and officials.</p> <p>.</p>

Attached: Classification Report